

OFFICIAL
PERSONNEL BOARD MINUTES
Monday, July 14, 2008

CALL TO ORDER

The meeting began at 5:37 p.m. in Conference Room 113 of City Hall.

ROLL CALL

Present: Dave Thomas, Ed Comerford, and Ed Fuentes
City Staff: Human Resources Director Tami Yuki

Absent: Anna Marie Jones

APPROVAL OF MINUTES

The minutes of June 16, 2008 were approved.

PUBLIC COMMENT

None

CONDUCT OF BUSINESS

A. Current Recruitments

Human Resources Director Tami Yuki stated that HR received 67 applications for Public Services Director and 103 applications for Community Services Director. Six applicants have been invited for an oral interview for the Public Services Director position scheduled for July 25th. Nine applicants have been invited for oral interviews for the Community Services Director position scheduled for July 29th. All applicants for both positions confirmed their attendance to the oral interviews.

Director Yuki said the majority of people that applied for Public Services Director saw the advertisement in the following publications or websites in the following order:

1. Public Works Professionals Organizations (APWA and AWWA)
2. Jobs Available
3. Craigslist
4. Calopps
5. Western City, City Website

Applicants for Community Services Director saw the advertisement in the following publications or websites in the following order:

1. Library Professionals Organizations (Cal. State Library Assoc., Bay Net Library Assoc., Library Hotline, and Peninsula Library System)
2. Parks Professionals Organizations (CPRA and NRPA)
3. Craigslist
4. Calopps
5. City Website
6. Western City

Director Yuki stated the most qualified applicants came from their Association, Jobs Available and Western City. Most unqualified applicants were from Craigslist.

Personnel Board Member Fuentes stated that advertising for the two Director

positions was a unique opportunity to narrow down the search and use it as a learning experience. Personnel Board Member Fuentes asked Director Yuki to attain a recommendation that she believes would be most effective source for advertising future Director or Managerial positions.

The Personnel Board also requested that they receive an updated current vacancy list at the next meeting.

B. Personnel Board By-Laws

The following changes were made to the Personnel Board By-Laws:

Section 4.3 Re-formatted the agenda to look similar to Council Agenda

Section 4.7 Removed New Business

Section 7.3, b.3 Removed New Business

Personnel Board Member Fuentes made a motion to adopt the Personnel Board By-Laws as presented. Personnel Board Member Comerford seconded the motion. The motion passed unanimously.

C. San Bruno Municipal Code 2.36.140

In **Item F** Personnel Board Member Comerford asked Director Yuki to explain the meaning of the phrase “reviewing the city’s classification plan on a regular basis” Director Yuki replied it means to look at the City’s job classifications on a regular basis. Director Yuki stated since she has been with the City of San Bruno, there has not been a set schedule to review job descriptions. Director Yuki said the job descriptions could be broken down in series (i.e. Clerical, Police, etc.) for the Personnel Board’s review.

The Personnel Board reviewed the Powers and Duties of the Personnel Board and made the following changes:

Item B – Personnel Board Member Thomas stated that the word “merit” needs to be made clearer or changed so it doesn’t have two interpretations. Personnel Board Member Thomas suggested to have the City Attorney review item B. Personnel Board concurred with Personnel Board Member Thomas.

Item D – Reword D to “Monitor and provide oversight to the operation of the City’s Personnel System so as to ensure that it is fair, equitable and just to all applicants”.

Item F – Reword F to “Monitor the job City’s classification plan to ensure it is current and compliant with current practice”.

Item G – Remove “Personnel Officer” and “Personnel Office”

Item J – The Personnel Board agreed that their role is of a check and balances and not of reviewing applications. Personnel Board Member Thomas said that the Personnel Board would like a more definite idea regarding what should be placed in item J. Personnel Board Thomas suggested to Director Yuki that item J should be discussed with the City Attorney and that it should be revised or re-written. The Personnel Board concurred Personnel Board Member Thomas.

Item L – Correct the word “Counsel” to “Council”

D. Communications and orientation strategy for new Directors in Administrative Services, Community Services and Public Services

Director Yuki stated that the City would do something similar as on her first day

with the City of San Bruno, such as:

1. As a new Director, a reception was given by the City Manager. Employees came and introduced themselves to Director Yuki
2. There was an article in Focus on Director Yuki
3. Director Yuki went to all sites of the City
4. Went to lunch with Department Heads
5. Prior to being hired Director Yuki spoke to various people that knew about San Bruno, went on San Bruno website, and read Council minutes, spoke to other department directors, and spent some time speaking with the City Manager.

Personnel Board Member Fuentes stated that the three Director positions are very influential positions; therefore the assimilation and acclimation to the City should be done quickly. Director Yuki stated that the City is working through the Management Supervisory Group in putting together a comprehensive binder used for orientation for new employees. At the next meeting, Director Yuki will provide the Personnel Board with a draft of a comprehensive orientation program if available.

E. Next Month's Agenda

1. San Bruno Municipal Code 2.36
2. Orientation Program

Next Personnel Board meeting is scheduled for August 18, 2008.

ADJOURNMENT

The meeting adjourned at 6:45 p.m.

Respectfully submitted,

Marie Fir
Secretary